



**Time**

**&**

**Energy Management**

**Master Class**

**Workbook**

**What is your goal with this master class? What is it you would like to achieve?**

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**How do you want your life to change?**

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**Think of 5 areas of life that are important to you. These could be your personal goals, career goals etc. What are your priorities?**

- 1.
- 2.
- 3.
- 4.
- 5.

**What has been in your diary the past week? What activities have you been spending time on a day to day basis?**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

**How are the tasks you listed that you do on a day to day basis linked to your goals and priorities?**

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**Is what you are doing today getting you closer to where you want to be tomorrow?**

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**How do you currently manage your time? What works for you?**

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# Breaking News- We cannot manage time!

Instead, we can....

- **Manage ourselves**
- **Manage our tasks**
- **Manage other people**

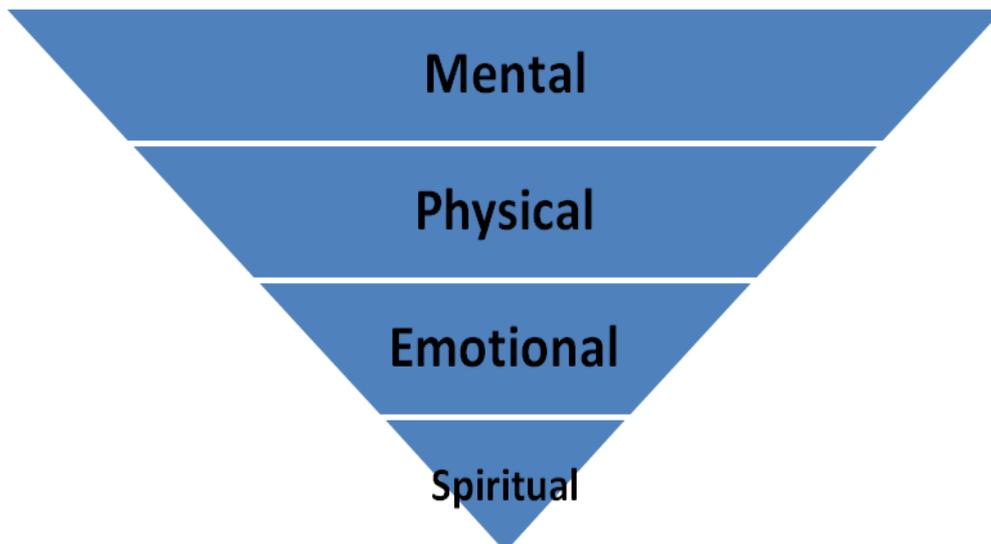
We try so hard to manage our time, when really it is an impossible task. We all have 24 hours in the day and no one can 'manage' time. We need to learn to manage ourselves, manage our tasks and manage other people. We will start by learning to manage ourselves and most importantly, our energy.

## Managing ourselves

### Time Management vs. Energy Management

So we know that we cannot manage time, but that we can learn to manage ourselves. Within that, the most important thing that we can do is learn how to manage our own energy. This is a really interesting learning piece as no two people are the same in terms of what works for them with regards to energy management.

We have 4 levels of energy. They are:



At the very bottom of our energy pyramid, we have spiritual energy.

**Spiritual Energy- This is the energy of meaning and purpose and everything else is resting upon it. This is our foundation.**

This is all about why are you here? What is driving you? What do you love to do? What do you do best? What do you enjoy doing? This is time allocated to family, friends, purposeful work, helping others, learning and growth. Time spent investing in this energy level replenishes it.

If we don't invest in this energy level, we sap it and it has a knock on effect on our other energy levels.

**How often do I invest in replenishing this energy level? (check your day to day list of where you spent your time)**

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**On a scale of 1-10, how would you rank your spiritual energy levels?**

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**What renewing rituals could you develop to help your replenish your spiritual energy? What works for you?**

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Examples: Reading, Writing, travelling, exploring, learning, finding out about other people, cooking, baking, listening to music, spending quality time with people you care about, being listened to, gratitude list, watching meaningful films, appreciating the value you bring to other people, yoga, being in nature, de-cluttering, cleaning, rewards and celebrations.

**When our spiritual energy is full and/or replenished, it has a positive knock on effect up to our emotional energy. We feel more positive, confident and stronger.**

**Emotional Energy- this is all about how you feel.**

How do you feel most of the time, positive or negative?

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What triggers your positive emotional states?

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What triggers your negative emotional states?

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What renewing rituals could you develop to help your replenish your spiritual energy?  
What works for you?

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Examples: Sleep, music, movement, dancing, crying, inspirational talks, ted talks, having a shower, spending time with people who will lift your spirits, hugs, sex, chocolate, massage, exercise, walks, yoga, boundaries, food, animals, cooking, sunshine and daylight, managing thoughts, aromatherapy (smell in general), comedy, personal development

**When our emotional energy is full and/or replenished, it has a positive knock on effect up to our physical energy. Again, we feel more positive, confident and stronger in ability to get things done and make things happen.**

**Physical Energy- this is all about ensuring that you refuel the energy within your body.**

**How do you feel most of the time, energetic or tired?**

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**What are your patterns- your ways of operating in terms of your eating patterns, exercise patterns, sleep patterns etc?**

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This is all about doing a reality check to see whether or not you are supporting yourself in terms of looking after your physical energy. Be honest outlining your patterns.

**Give yourself a score between 1-10 on how you would rank your current physical energy.**

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**Decide what score you would like to bring it up to and put a date beside it.**

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**What renewing rituals could you develop to help your replenish your physical energy? What works for you?**

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Examples: Proper nutrition, no skipping meals, ensuring you get all vitamins including Vitamin D (15 mins of daylight per day), exercise, 20 minute nap, breathing, good quality sleep, good sleeping patterns, early bedtime, relaxation in the evening, stretching, yoga, shower, bath, massage, plenty of water, clean physical environment- free from clutter, calming colours, plants etc

**When our physical energy is full and/or replenished, it has a positive knock on effect up to our mental energy. We are able to concentrate more, focus, think clearly, make better decisions, make the most of the time available and minimise distractions!**

**Mental Energy-** this is all about our ability to concentrate, think clearly, make decisions and minimise distractions. Basically, it is about managing our brain. We often forget though that our brain needs food, vitamins, water, sleep and down time!

One of the main functions, within this topic, that our brain does is that it helps us to manage our tasks.

Make a list of all the things that you need to do in the next 7 days. (Professional and personal)

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*The following story is one that's been circulating for awhile.*

*A professor of philosophy stood before his class with some items in front of him. When the class began, wordlessly he picked up a large empty jar and proceeded to fill it with rocks about two inches in diameter. He then asked the students if the jar was full.*

*They agreed that it was full.*

*So the professor then picked up a box of pebbles and poured them into the jar. He shook the jar lightly and watched as the pebbles rolled into the open areas between the rocks. The professor then asked the students again if the jar was full.*

*They laughed and agreed that it was indeed full this time.*

*The professor picked up a box of sand and poured it into the jar. The sand filled the remaining open areas of the jar. "Now," said the professor, "I want you to recognize that this jar signifies your life. The rocks are the truly important things, such as family, health and relationships. If all else was lost and only the rocks remained, your life would still be meaningful. The pebbles are the other things that matter in your life, such as work or school. The sand signifies the remaining "small stuff" and material possessions.*

*If you put sand into the jar first, there is no room for the rocks or the pebbles. The same can be applied to your lives. If you spend all your time and energy on the small stuff, you will never have room for the things that are truly important.*

*Pay attention to the things in life that are critical to your happiness and well-being. Take time to get medical check-ups, play with your children, go for a run, write your grandmother a letter. There will always be time to go to work, clean the house, or fix the disposal. Take care of the rocks first – things that really matter. Set your priorities. The rest is just pebbles and sand.*

This is where you need to adopt the 3D Strategy and learn how to manage your tasks.

### 3 D strategy for Managing Tasks and Managing Others

- Do it
- Delegate it
- Dismiss it

## 3D Strategy- Option 1: Do It

### The Main Thinkers in Personal Effectiveness

#### Eat That Frog- Brian Tracy

The name of the book is also one of the main concepts taught and its name is derived from a quote of Mark Twain, who famously said:

Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.

The idea behind it is that each morning if you complete a task that you will most likely procrastinate on, you go about your day knowing you've done it and the rest of your day will be easy in comparison. For example, let's say you have to do laundry, grocery shopping and prepare a report on the same day, and you know that you hate doing laundry. According to the book, the way to prioritize your to do list is to start doing the task that you will most likely procrastinate on. In this case, it would recommend that you do your laundry first before you do anything else. Once you have gotten the dreadful task out of the way, going grocery shopping and preparing a report don't look that bad in comparison and you will feel more empowerment.

It's a very simple technique but one of the most powerful in my opinion. It has been a big game changer for myself in the amount of work I can do in a day. I often refer to this technique as "frog eating" and whenever I have to prioritise my to do list I always remind myself with this catchphrase: if you have to eat two frogs, eat the ugliest one first.

#### What frogs do you need to eat tomorrow and which is the ugliest? (Do this every day!)

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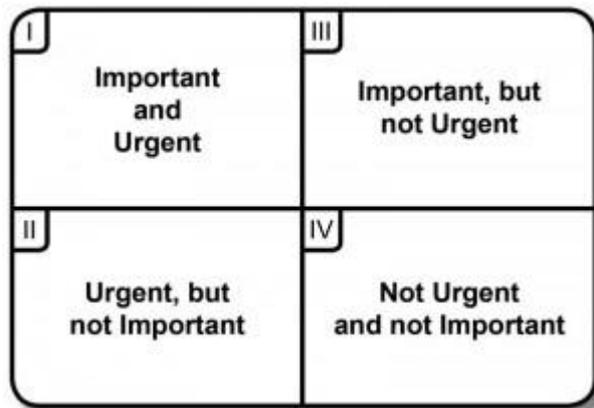
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## Stephen Covey- Don't prioritise your schedule, schedule your priorities.

Stephen Covey is another expert and thought leader in effectiveness and productivity. He noticed that a lot of people had lists of 'stuff' that they 'needed' to do in a given day and what the majority of people would tend to do is to try and prioritise and fit all this stuff into their day. The end result was that your to-do list was never done and that generally speaking, people would then have negative thoughts about themselves, beat themselves up and give themselves a hard time because they didn't get everything done. Stephen Covey thought this was madness and he developed the following matrix.



Let's look at each quadrant in the matrix:

**Quadrant 1: Important and Urgent.** These are the most pressing tasks that we need to get done this week. These are the crises that erupt. The most urgent meetings or deadlines fall into this category. When we're fire-fighting and reacting, it's all relating to stuff in this quadrant.

**Quadrant 2: Urgent but not important.** These tasks are the biggest reason we're not more successful in the long-term. They clog up our time today but when we look back at these things at the end of the week, often we can admit they were a waste of time. These are interruptions that happen, such as phone calls, emails, people dropping in. These are poorly thought-out meetings that take up our time but which we have to attend because we already accepted the invite. These are other activities which we tell ourselves in the moment that we must do but — if we stopped ourselves to really think about — we'd realise they aren't that important.

**Quadrant 3: Important but not Urgent.** These are the things that matter in the long-term but will yield no tangible benefits this week or even this year. They are things we know we need to get to but probably will push off. It's going to the gym, getting healthy food rather than a takeaway tonight. It's doing the homework on the All You Need is Love programme! It's having a lunch with an important contact or client. It's relationship-building with the people that are important. It's long-term planning and organisation.

**Quadrant 4: Not Important and not urgent.** These things we do because we feel like we're tired and need a break. It's watching TV until we're numb at the end of the day. It's checking and rechecking Facebook and emails during the day just in case we might miss

something. It's eating crisps and sweets and crap, even though we're not hungry. We prioritise these things in the moment and obviously derive some pleasure from them, but they are really not urgent or important. Yet, we'd be amazed how much time we waste in a given week on these tasks.

***At the start of every week, grab a blank sheet of paper and draw out the matrix with its 4 quadrants. On a separate sheet of paper, write out everything that you want to do that week.*** If you simply spend 20 minutes at the beginning of each week thinking about these 4 quadrants and what you want to accomplish in the coming week, you will be 10x more productive than you usually are.

What you'll quickly realize is that you've only been spending time on urgent tasks each week. It's a constant fire-drill. You're simply trying to get one thing off your plate, so you can breathe for half a second and get to the next emergency to get off your plate.

At the beginning of this module, I asked you to write out your 5 areas of life that were important to you- your goals and priorities. I then asked you what has been in your diary for the past week and what activities have you been spending time on a day to day basis.

If I was to stop and ask you whether the way you're spending your time on these urgent tasks is helping you to get to your long-term goal, you'd probably say: "No, but I just need to get this stuff done and out of the way so that I have the time to do the things I want to do."

Only, guess what? You're like a hamster on the wheel. You'll never clear up time on your schedule when you keep focusing on fire fighting!

If anything, we've actually become more focused on 'Urgent' stuff in recent years! Think about it. Email, Internet, Mobiles, Facebook, Twitter. We are always connected and instantly contactable almost 24/7. This is where boundaries, assertiveness, energy management, your relationship with yourself- everything else we've talked about comes in to play and support you here in your relationship with time!

How to use this matrix in the best way!

### **Quadrant 1:**

Tasks in Quadrant 1 (urgent and important) will always be there, you'll always have to take care of them but after using this system for a while, it won't be constantly fire fighting and that will make a big difference!

### **Quadrant 2:**

I would encourage that you restrict the Quadrant 3 stuff (urgent and not important). Most of us don't realise how much of our time we allow to be sucked away every day by the things in this quadrant- we think it's important when it's really not. With better awareness and better planning, you can really cut this stuff down.

### Quadrant 3:

The most important thing you can do in your life relating to this simple matrix is to do some Quadrant 2 stuff (not urgent but important) every day. At least 10% of your day needs to be devoted to this important but not urgent stuff. Ideally, you're spending 30% of every day on this. Go to gym, cook your dinner, spend time with your family and friends, go get that massage, look after you!

### Quadrant 4:

As much as possible, you have to eliminate the Quadrant 4 tasks (not urgent and not important). Just say no to Facebook. Turn off your phone. Close the door. Take your house phone off the hook! Work on your assertiveness skills and learn to say no!

### *Your Challenge*

***At the start of every week, grab a blank sheet of paper and draw out the matrix with its 4 quadrants. On a separate sheet of paper, write out everything that you want to do that week.*** If you simply spend 20 minutes at the beginning of each week thinking about these 4 quadrants and what you want to accomplish in the coming week, you will be 10x more productive than you usually are.

### Remember the following points.

1. Make sure that what you have to do is actually going to help you get to where you want to be in life. Look over your needs, wants and wishes. If it is going to bring you where you want to go, then do it or delegate it. If it isn't, then dismiss it or give it back to whoever delegated it to you!
2. Plan and prioritise each day the evening before
3. Break each task down into smaller, more manageable chunks
4. Celebrate each chunk of a task that is completed! Be good to yourself as this will give you that sense of achievement that you need to keep going after the things that you want!

## 3D Strategy- Option 2: Delegate It aka Managing Others

- Saying No to others is Saying Yes to Yourself!
- Delegate
- Ask for help

### **Saying No to Others is Saying Yes to Yourself**

You need to choose your priorities and decide how much time you are willing to give up to others! Remember: Every no is a yes and every yes is a no.

Here are some tips to say yes to yourself and no to others:

- Always talk about yourself- for example, say something like 'I have a number of priorities that I need to get done this week so I'm not in a position to take on that project'.
- Be firm but tactful- just say how it is
- Know your rights- you do NOT have to answer the phone/email/message. One of the biggest time suckers is reacting to urgent but not important tasks that we feel we need to do. A call comes in for you and you know that it's someone who will keep you chatting for 20 mins and it's someone that you've been dreading speaking to. It is perfectly within your rights to either not take the call and arrange another time to speak or speak to the person briefly and say 'I don't have time to speak to you now but at 4.30pm I will be free for 20 mins and will call you back then'. This means you get your urgent and important tasks done first, your practising your assertiveness skills and you are creating proper boundaries!
- If you want to say yes to a request, take some time to consider it before agreeing. This is a good way to 'train' the people around you and ensure that you don't take you for granted as the 'yes' girl!
- Practice these tips and your assertiveness skills, reflect on how you're getting on, learn from what has worked and what hasn't worked and adjust!

## Delegating and Asking for Help- Building Your own Support System

Who do I delegate to/ask for help?

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List other nice people you know who you would be willing to co-operate with

- 1.
- 2.
- 3.

Have a think about the people you have listed and for each person, answer the following questions:

Person 1: \_\_\_\_\_

Who are they to me in my life? What's our relationship?

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What are their strengths? What could they help me with?

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What could I do in return?

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Person 2: \_\_\_\_\_

Who are they to me in my life? What's our relationship?

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What are their strengths? What could they help me with?

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What could I do in return?

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## Asking For Help

- What emotions come up for you when you think of asking for help?

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The reality is that other people feel needed and appreciated when you ask them for help and it helps to nurture deeper connections!

### Here are some tips:

- Ask if you can ask them for help!
- Give people enough notice
- Ask them what they could help you with
- Be open to other people asking you for help!

### Challenge: Make 2 lists!

Who can I delegate to?

- 1.
- 2.
- 3.
- 4.
- 5.

Who can I ask for help?

- 1.
- 2.
- 3.
- 4.
- 5.

What renewing rituals could you develop to help your replenish your mental energy?  
What works for you?

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For example, Setting time frames, managing other people, managing tasks, eating the ugliest frog first thing, scheduling your priorities, 3D strategy- Do it, delegate, or dump it, making lists and celebrating task completion, Sudoku, asking for help, rewards, calendar, diary, Post Its, ensuring spiritual, emotional and physical energies are nurtured!

**Bottom Line:**  
**When we say 'I don't have time'**  
**what we are really saying is**  
**'I am not managing my energy responsibly!'**

**What have you learnt about yourself from this module?**

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**Your positive change:**

**What energy are you going to focus your attention on moving forwards?**

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**What resonated with you the most and what strategy do you want to implement immediately?**

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